

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR SERVAILLANCE INSPECTION OF SUB-STATION & OFFICE								
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1. Scope: Applies to the whole of POWER GRID COMPANY OF BANGLADESH LTD.					
2. Purpose: To Standardize the maintenance works of Sub-Station & transmission equipment for effective operation of Grid Sub-Station which stand out as an indispensable component affecting quality, stability and reliability of power system					
SL. No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq. /Time	Output
1.0	Planning				
	a. Sub-station inspection planning should be in such a way that all sub stations are inspected at least thrice in a month. b. Office inspection planning should be in such a way that all offices are inspected at least once in a month.				
1.1	<u>Scheduled Inspection planning:</u>				
1.1.1	Manager (Grid Maintenance Division) makes a detailed planning for monthly Inspection program of the substations. Each substation under his jurisdiction must be visited at least twice in a month		MGMD	Twice in a month	QF-GMD-17
1.1.2	Deputy General Manager (Grid Circle) makes a detailed planning for monthly Inspection program of the substations & offices. Each substation & offices under his jurisdiction must be visited at least once in a month		DGMGMD	Monthly	QF-GMD-17 QF- MNG- 05
1.2	<u>Random Inspection</u>				
1.2.1	Deputy General Manager (Research and Technical Service) will make a random inspection of substations.		DGMRTS	As required	QF-GMD-17
1.2.2	General Manager (P&D/ System Operation) will make a random inspection of substations & offices.		GM (P&D / System Operation)	As required	QF-GMD-17 QF- MNG- 05
1.2.3	General Manager (Transmission-1/2) will make a random inspection of substations & offices every month. All the substations and offices under his jurisdiction must be visited at least once in a year.		GM (Transmission, 1/2)	Monthly	QF-GMD-17 QF- MNG- 05
1.2.4	Director (O&M) will make a random inspection of substations & offices every month. All the substations & offices under his jurisdiction should be visited at least once in a year.		Director (O&M)	Monthly	QF-GMD-17 QF- MNG- 05
1.2.5	Director (P&D) will make a random inspection of substations & offices.		Director (P&D)	As required	QF-GMD-17 QF- MNG- 05
1.2.6	Managing Director will make a random inspection of substations & offices.		MD	As required	QF-GMD-17 QF- MNG- 05
2.0	Implementation and recording				
2.1	<u>Scheduled and Random Inspection:</u>				
2.1.1	A checklist is followed to carry out the surveillance inspection and will be filled up duly with necessary remarks	QF-GMD-17 QF- MNG- 05	All concered	As planned	

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2.1.2	The checklist for substation will have the following items <ul style="list-style-type: none"> Physical condition & some selected parameters of the transformer Physical condition & some selected parameters of the Breaker. Condition of Battery and Charger Control/ Relay Panel condition substation grounding resistance Condition of Fire Extinguisher Overall comments , etc. 	QF-GMD-17 QF- MNG- 05	MD, Director (O&M/ P&D), GM (Transmission- 1/2 / P&D / System Operation), DGMTS, DGMGMD, MGMD	As planned	Inspection record is maintained
2.1.3	The checklist for office will have the following items <ul style="list-style-type: none"> Office & financial Management Record keeping Implementation of budget Audit activity Fire Fighting preparedness Security measure TQM activity & implementation of QMS , etc. 				
3.0	Monitoring				
3.1	Records of the inspection (Scheduled and Random) including the recommendation and/or directives for improvement are maintained for future reference and follow up.		Concerned M/DGM/GM, Director (O&M/ P&D) & MD	Monthly	
3.2	One copy of the report will be sent to the office of the Managing Director for compilation within the 15 th of the following month.		Concerned M/DGM/GM, Director (O&M/ P&D) & MD	Monthly	
3.3	After the compilation of the inspection reports, the report will be prepared and submitted to the management.		Manager (MIS)		Monthly report on Sub-station inspection
4.0	Follow-up Action				
4.1	If the same fault / problem / deficiency persist for consecutive two months period, a letter with queries will be sent to the concerned Manager, GMD for proper explanation of the failure to comply.	QF-GMD-17 QF- MNG- 05	Manager (Attached to MD)	As required	Query for explanation
4.2	The reply sent by the concerned Manager, GMD will be submitted to the competent authority for necessary action.		Manager (Attached to MD)		
5.0	Action for improvement				
5.1	The reply of queries received will be analyzed for the validity and proper action plan will be set for necessary compliance.		Manager (Attached to MD)	As required	
6.0	The effectiveness of the procedure of surveillance inspection of grid sub-stations followed in PGCB will be evaluated by the management.		MD, MR, Management Review Committee	During internal audit	
7.0	Actions will be taken on the basis of evaluation by the Management.		MD, MR, Director (O&M/ P&D)	When required	Improvement

Reviewed by (MR)

Approved by (MD):